

MEMORANDUM FOR: Chief, OTR Schools

CONFIDENTIAL

FROM: Director of Training

SUBJECT: Program for the Production of Training Publications

REFERENCES: OTR Regs. Nos. 1-1 and 1-2

1. Under the references listed I am responsible for getting out the manuals necessary for training and publications expounding doctrine or intelligence methods. I have delegated to the Chief, Plans and Policy Staff, the responsibility for establishing and maintaining a program for publication, to the Chiefs of Schools, that of ascertaining the publications needed and producing them, and, to the Support Staff, that of editing manuscripts and preparing them for publication.
2. Under this delegation of responsibility, the Plans and Policy Staff will find out what the Schools need to have published, what manuscripts they have under way, and when and how they expect to produce the manuscripts for final editing and printing. This Staff will aid the Schools in finding authors and setting up working committees; it will advise them on revisions necessary and receive the completed manuscripts, remand it to the Instructional Services Branch for publication, and arrange for dissemination. The Schools, as the "substantive" experts on training doctrine, will submit to the Plans and Policy Staff lists of publications needed in their curricula, note those existing publications demanding revision, appoint authors from their own staffs for the production of manuscripts—or make other arrangements such as seminars for their production—and compile a practicable schedule for completion. The Instructional Services Branch will receive the manuscript in a form that demands only final preparation for publication and arrange for a suitable format, form of reproduction, and means of dissemination.
3. I hope by this method of delegation to keep the responsibility for authorship in the hands of experts, to hold central control over publication so that I will see what is being produced, and, finally, get some sort of audit of what assets we have for authorship and where our deficiencies lie. We can then set up a realistic schedule for the coming year and, at the same time, make some provision for getting written what should be written.

I am directing, therefore, that each School list—

the manuals that it has produced;

the manuals now in process, with approximate dates of completion;

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- c. the manuals--in order of priority--that it needs for carrying on its training courses.

I should like also a realistic schedule of production for the coming year (including the manuals now in process) with some description of the method of getting the manuscripts written. This list with explanations should be in the hands of the Chief, Plans and Policy Staff, by 20 June 1955, or earlier.

MATTHEW BAIRD

-2-

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Categories of OTR Publications (from OTR Reg. 70-2, 11 September 1953)

Intelligence Manual (IM): A comprehensive development of the doctrine pertinent to any one of the intelligence or allied operational activities prepared for training purposes.

Training Study (TS): Instructional material pertinent to one or more intelligence or operational subjects originating in OTR for a specific training purpose.

Reference Manual (RM): Reference or study material compiled, annotated, or re-organized by OTR and reproduced for specific instructional purposes.

Information Bulletin (IB): Information of broad interest to the other offices and personnel of the Agency, such as lectures given in OTR courses.

Catalog of Courses (CC): Describes courses of instruction including objectives, length of course, and prerequisites.

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Approved For Release 2003/09/26 : CIA-RDP60-00050A000100040002-3

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Next 1 Page(s) In Document Exempt

Approved For Release 2003/09/26 : CIA-RDP60-00050A000100040002-3